



DEPARTMENT OF THE NAVY

1750 TOMCAT BOULEVARD
NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:

NASOCEANAINST 1320.4C

11

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NAS OCEANA INSTRUCTION 1320.4C

Subj: TEMPORARY ADDITIONAL DUTY (TEMADD) ORDERS AND TRAVEL
AUTHORIZATION FOR MILITARY PERSONNEL

Ref: (a) JFTR VOL I
(b) OPNAVINST 4631.2C
(c) MILPERSMAN 1050-160
(d) NAVCOMPT Manual 032106

Encl: (1) Request for Administrative TEMADD
(2) BOQ and BEQ Request
(3) Flight Reservation Request

1. Purpose. To promulgate policy and procedures as set forth in reference (a) through (d) pertaining to TEMADD travel authorizations for military personnel at Naval Air Station (NAS) Oceana.

2. Cancellation. NASOCEANAINST 1320.4B. Due to numerous revisions, paragraph markings have been omitted.

3. Definitions

a. TEMADD Orders are orders that assign a person to temporary duty in addition to regularly assigned duties and which direct the member's return upon completion.

b. Permissive Travel and No Cost Orders are orders that authorize personnel to perform travel at no expense to the government. The respective department shall prepare this type of travel orders when the benefits to the Navy are not sufficient to warrant expenditure of government funds.

c. Group Travel Orders are orders issued when three or more members (either officer, enlisted, or a combination of both) are traveling via government conveyance or Government Transportation Request (GTR) on the same date from the same point of origin to the same destination.

d. Card Holders are those travelers who possess or are authorized to have a contractor issued Government Travel Charge Card (GTCC) for the use of obtaining advance travel pay from the Automated Teller Machine (ATM) for their Meals and Incidental Expense (M&IE) and miscellaneous allowance.

e. Non-Card Holders are those travelers that declined or were denied issuance of GTCC due to financial irresponsibility

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4. Travel Requests

a. Departmental requests for funded TEMADD orders or travel authorization shall be submitted to the Executive Officer, via the TEMADD Clerk, Business Manager and/or Administrative Officer, using enclosure (1), [Request for Administrative TEMADD NAS Oceana Form 1320/2 (9/99)]. TEMADD requests should be submitted two weeks prior to the traveler's scheduled departure date.

b. Department Heads desiring to send personnel to schools on cost and no cost orders shall ensure school quotas are obtained and confirmed at departmental level. If a school quota requires a tuition/course fee, departments must prepare a DD Form 1556 (Authorization, Agreement, Certification of Training and Reimbursement). The DD Form 1556 must be signed by the Department Head before submitting to the TEMADD Clerk. The Executive Officer's name must be typed as the authorizing official. Forms shall then be attached to the TEMADD request prior to forwarding the document for approval. When more than one person is attending a course at the same time, the names of all attendees shall be listed on NCPC 12410/63 (Continuation Sheet, Request, Authorization, Agreement, Certification and Reimbursement) which shall be attached to the DD Form 1556. Sole source justification must also be attached if the cost of the training is more than \$2,500.00.

c. The DD Form 1556 must be approved by the Executive Officer before making a commitment for training.

d. Normally, only one command representative should attend any conference, symposium or convention deemed to be operational or mission essential. If more than one command representative will attend one of these forums, Department Heads shall ensure a memorandum of justification is attached to the TEMADD request.

e. If TEMADD requires access to classified information, this fact shall be indicated on the TEMADD request. TEMADD requests must contain certification that the prospective traveler possesses the required clearance level. Required clearance information includes type of clearance, basis for the clearance and date the clearance was granted. Security clearance information may be verified with the NAS Oceana Security Manager, 433-2833.

5. Billeting

a. The Navy's Bachelor Quarters Central Reservation System (BQCRS) has been implemented to book lodging for travelers including hotel/motel. For personnel traveling via commercial air/rail/bus, requests for lodging should be forwarded/faxed to

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the Commercial Travel Office (CTO) located at Personnel Support Detachment (PSD) Dam Neck utilizing enclosures (2) and (3). CTO fax number is 428-6381. A travel order is not required to make a reservation. An itinerary will be provided to the traveler by CTO. For more information, the traveler or departmental travel coordinator may call 422-1372.

b. Traveler(s) attending a conference, symposium or training in a hotel for which a block of rooms has been reserved in the same hotel must inform CTO about the lodging arrangement. The purpose is to find the traveler a lower rate room at the same hotel if the discount for government rate has not been applied.

c. For assistance with air reservations while en route or when in a location with no PSD or Navy Passenger Transportation Office (NAVPTO), call the Navy Help Desk at 1-800-359-9999.

d. If government quarters are available, reservation will be booked as appropriate, and a confirmation number shall be provided electronically and appear on the traveler's itinerary. However, if adequate government quarters are not available, a Certification of Non-availability (CNA) number shall be recorded on the travel itinerary. CTO will then arrange for commercial lodging.

e. The itinerary issued by CTO is an official endorsement to the orders and should be included when filing a travel claim.

f. If government quarters are available at the TEMADD site but utilization would adversely affect the mission of the traveler, a memorandum or statement of the "adverse effect" must be attached to the request. Otherwise, the traveler shall be required to utilize these facilities when they are available.

6. Messing

a. Government messing shall be used whenever available. However, if government messing is available at the TEMADD site but utilization would adversely affect the mission of the traveler, a memorandum or statement of the "adverse effect" must be attached to the request. Otherwise, the traveler shall be required to utilize these facilities when they are available.

b. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. The entitlement for the day of return to the Permanent Duty Station (PDS) is 75% of the M&IE rate for the last TDY location or stopover point.

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7 Meal Rates

a. Commercial Meal Rate (CMR). The meal rate for the TAD location.

b. Proportional Meal Rate (PMR). The average of the standard Government meal rate and the meal portion of the M&IE rate for the TAD location. Applies when at least one meal is available at a Government dining facility.

c. Government Meal Rate (GMR). The daily rate (discount or standard) charged for meals in a Government dining facility.

d. The meal rate established can not be reduced after the fact except for a free meal purchased by the Government through some means such as registration/conference fee.

8. Actual Expense Allowance (AEA). When a member is anticipating travel and knows that the cost of lodging is more than what is allowed by the Joint Federal Travel Regulations (JFTR), every effort must be made to obtain lodging that will meet the limitation of the JFTR. If there is no other alternative but to occupy an expensive lodging, request for AEA authorization must be submitted and approved before travel commences. Data to be included in the request is outlined in paragraph U4215.F. The Commanding Officer has the sole authority for approving AEA and it can not be delegated.

9. Transportation

a. TEMADD shall be programmed to permit the use of government air and surface transportation, including prearranged airlifts, to the maximum extent. The requesting department shall submit Airlift Requests per reference (b). Departmental TEMADD Coordinators may contact the Air Operations Department Flight Support Office at 433-3376, or the Air Operations Administrative Office at 433-2685 for training/assistance in preparing Airlift Requests.

b. When individuals are directed to perform TEMADD outside the United States or its possessions, the requesting departments shall submit a Passenger Reservation Request (PRR) to NAVPTO, telephone 444-2514. The purpose of this request is to obtain a control number for issuing a commercial airline ticket if government transportation is not available.

c. When government transportation is not available, travel may be performed via commercial carrier and/or Privately Owned Vehicle (POV). If traveling via commercial air, the traveler or department coordinator shall fill out enclosure (3) and fax to

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the CTO at 428-6381. Request for rental vehicle (when authorized) must be included in enclosure (3). An airline ticket must be obtained from the CTO at the destination activity if the member traveled by government air from place of origin to destination and requires commercial air from the return trip.

d. The TEMADD Clerk will fax a copy of the original orders to the Transportation Officer for verification and approval. Electronic Ticket (E-Ticket) will be faxed to the traveler.

e. Travel by POV must be authorized on enclosure (1). Distances shall be based on the Transportation and Travel Official Table of Distances. Authorization for mileage in and around TEMADD area, if essential, must be indicated on enclosure (1). Reimbursement of mileage cost is limited to the cost of commercial air transportation when mileage cost is greater than the cost of air travel, except when the use of POV is advantageous to the government.

f. When ordered to commute daily between permanent quarters and a TEMADD station, and government or commercial transportation is not available or practicable, travel by POV may be authorized at the standard rate based on odometer readings. Claims should be made on Standard Form 1164 (Claims for Reimbursement for Expenditures on Official Business). Allowed payable mileage is the difference between the commuting distance from residence to work and residence to TEMADD area. If the distance from the permanent quarters to the TEMADD area is closer than the permanent duty station, no mileage allowance will be authorized.

g. When more than one person is going on TEMADD to the same location on the same date, joint travel (car pool) must be utilized when POV is authorized. The designated driver shall be reimbursed for mileage.

h. If government transportation is available, a traveler that elects to travel by POV or other mode of transportation ordinarily will not be reimbursed. For a traveler who chooses to travel via POV and is authorized by the Department Head, the reimbursement shall be limited to the cost of government contract air transportation when mileage is greater than the cost of air travel. If the use of POV is advantageous to the government, traveler may be reimbursed the full mileage cost.

i. Costs of airline tickets and rental vehicles may not be reimbursed if arrangements for these services are made from an agency not under Government contract.

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10. Military Tuition and Conference Fee

a. Accounting data for military tuition will be provided upon approval of the DD Form 1556. Mailing of the yellow copies of the DD Form 1556 or registration form is the responsibility of the department or the member attending the training or conference.

b. If payment is required in advance before the training, the attendee can use the charge card for payment. A receipt must be obtained for military training and is required when filing for travel claim.

c. Meals that are included with the conference fee shall be declared when filing for the travel claim. The amount of the meal(s) will be deducted from the M&IE entitlement

d. Arrangements for training that will be held locally and requires payments for the instructor and the materials shall be made only after the fund is approved by the Executive Officer. **Training conducted without prior approval and documentation is an unauthorized commitment and is against the law.**

11. Travel Time

a. Only one day will be authorized as travel time in connection with reporting for TEMADD. When travel by POV or rental vehicle is authorized as advantageous to the government, one day of travel is allowed for each 400 miles or increment thereof. If travel by POV is used but not authorized as advantageous to the government, travel is limited to one day for each leg (for example, from Permanent Duty Station (PDS) to TEMADD location) requiring an overnight stay. Excess travel time shall be charged as leave. Orders shall indicate the date the individual must report. For members who reside within commuting distance (50 miles) of his/her TEMADD station, no travel time is allowed. Personnel shall not be directed to commence travel between the hours of 0001 and 0600.

Leave

a. Per reference (c), delay to count as leave may be authorized on a case-by-case basis provided no excess leave or additional cost to the government is involved. Leave may be taken before or after reporting to TEMADD station, and before returning to the PDS. Traveler must have an approved NAVCOMPT Form 3065 (Leave Request/Authorization) if leave has to be taken.

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b. The number of days authorized shall be recorded on block 20 of the TEMADD orders and block 17 of DD Form 1351-2 (Travel Voucher or Sub-voucher.) PSD Oceana's Travel Office will take appropriate action to charge a member's leave account when leave is taken in conjunction with TEMADD.

13. Advance Travel Pay

a. All travelers are authorized to have a GTCC except for those who declined or were denied because of financial irresponsibility.

b. Advance travel pay for cardholders shall be taken from the ATM and is limited to the amount specified on the orders. The advance travel pay is for travel related expenses that can't be charged. A travel charge card shall be used for the payment of lodging and rental vehicle (if authorized).

c. For non-card holders, if advance pay is desired, the original copy of the TEMADD orders must be presented to the Travel Section of PERSUPPDET Oceana. The advance travel pay is limited to M&IE rate plus other known cash transaction expenses (i.e., taxi fares, conference fees, etc). This does not include transportation, lodging, and rental car. Payment is deposited to the checking/savings account of the traveler's financial institution by Electronic Fund Transfer (EFT).

14. Personnel Augmentation for Special Missions

a. NAS Oceana, at times, is tasked by higher authority to provide personnel to augment special mission requirements. Normally, the length of time for this type of TEMADD is 90 to 179 days.

b. It is the cognizant department's responsibility to ensure that individuals nominated for this type of duty are qualified, have the required security clearance, and are physically fit for the special duty that is to be performed.

15. Approving Authority for Travel Orders

a. No cost orders for officers and enlisted shall be prepared at the department level and signed by the cognizant Department Head "By direction" of the Commanding Officer.

b. No cost orders for Special Assistants and Department Heads shall be signed by the Executive Officer "By direction" of the Commanding Officer.

c. The Administrative Officer and Assistant Administrative Officer shall sign cost TEMADD orders for officer and enlisted

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personnel "By direction" of the Commanding Officer after a TEMADD Request has been approved by the Executive Officer.

d. After normal working hours and on weekends, the Command Duty Officer (CDO) may sign the TEMADD orders of an emergency nature "By direction" of the Commanding Officer after a TEMADD Request has been approved by the Executive Officer. The CDO shall sign the TEMADD orders when the Administrative Officer or Assistant Officer are not available to sign the TEMADD orders "By direction" of the Commanding Officer after a TEMADD Request has been approved by the Executive Officer.

16. Travel Claims

a. It is the responsibility of the person traveling under official government orders to prepare and submit a travel claim within five calendar days after completion of travel. Travel claims must be submitted to NAS Oceana's TEMADD Office. By filing travel claims on time, the traveler will have the money available when the credit card statement arrives for payment.

b. For non-card holders who received advance travel pay, failure to file a claim will result in deduction of the amount from the individual's pay. Advance travel pay received from PSD other than PSD Oceana shall be documented and reported when filing a travel claim to avoid overpayment.

c. SEAOPDET Personnel in receipt of TEMADD orders to a deployed carrier shall file a travel claim at NAS Oceana's Administrative Office upon returning. Travel claims may also be filed at the Disbursing Office on board the carrier provided that a copy of the original orders, DD Form 1351-2 (Travel Voucher or Sub-Voucher), and all Travel Voucher Summaries are provided to the TEMADD Clerk upon return to NAS Oceana. Non-compliance of this requirement will result in submission of DD Form 139 (Pay Adjustment Authorization) for collection of the advance travel pay.

17. Forms. NAS Oceana Form 1320/2 (8/99) (Request for Administrative TEMADD) is available in the Administrative Department's TEMADD Office. DD Form 1556, Standard Form 1164, NAVCOMPT Form 3065 and DD Forms 1351-2 and 1351-2C are available at Touch and Go. NCPC 12410/63 (6/79) can be requisitioned through the Navy Supply System.


C. ZOBEL

Distribution:
NASOCEANAINST 5216.1U
List I (Case A)

From: _____ Department
 To: Executive Officer, NAS Oceana
 Via: Administrative Officer, NAS Oceana

Subj REQUEST FOR TEMPORARY ADDITIONAL DUTY (TEMADD)

Traveler(s) Name(s)	Rank/ Rate	SSN	Security Clearance	Card Holder (Yes) (No)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 2 Destination: (Military Base, City/State) _____
 3 Purpose of TEMADD: _____
 4 Departure date: _____ Return date: _____
 5 Reference: _____
 (CO's verbal authority, Message/Letter of Authorization)
 6. Mode of transportation: () GOVAIR () GOVTRANS () COMLAIR () POV
 () RENTAL CAR/VEHICLE
 7. If traveling by POV, is mileage authorized at TEMADD area? () Yes () No
 8. Rental vehicle: () Compact () Intermediate () Std/Full Size
 () Other (Specify) _____
 9. Government quarters available at TEMADD site? () Yes () No
 10. Government messing available at TEMADD site? (Enlisted only) () Yes () No
 11. Meals authorized: () Government Meal Rate (GMR) () Proportional Meal Rate PMR)
 () Commercial Meal Rate (CMR)
 12. Tuition, registration, symposium or conference fee: \$ _____
 13. Security clearance information: Based: _____ Completed: _____ By: _____
 14. If leave is to be taken prior to reporting to TEMADD station, or after completion
 of TEMADD, provide starting date: _____ and ending date: _____
 15. The funds for this travel are from () NASO () Reimbursable () Non-Activity
 Funds (attach copy of correspondence/message from funding activity)

Dept Budget Balance: \$ _____

 (Signature of Department Head)

ESTIMATED COST (To be completed by TEMADD Clerk): TRANS: _____ PER DIEM
 MISC EXPENSE: _____ TOTAL: _____ ADV AUTH: _____

 (Signature of Admin Officer)

EXECUTIVE OFFICER:) APPROVED) DISAPPROVED

 (Signature of Executive Officer)

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, Department Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four items listed or for some other special consideration or authorization. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory, failure to provide required information may result in delay in response to or disapprove your request.

Enclosure (1)

BOQ AND BEQ REQUEST

NAME: _____

DATE: _____

PLEASE PRINT OR TYPE

IN DATE : _____ OUT DATE : _____

BASE DIRECTED TO : _____

Name and location including state

ATTENDING SCHOOL: YES ☐ NO ☐

SCHOOL NAME _____ SCHOOL ID _____

SOCIAL SECURITY NUMBER : _____ (MANDATORY)

RANK: _____ MALE ☐ FEMALE ☐

SPECIAL SERVICES:

ARRIVAL TIME - _____

NAME OF YOUR COMMAND: _____

NAME OF COMMAND SITE VISITING: _____

PURPOSE OF TRAVEL: _____

DUTY PHONE NUMBER: _____

TAD PHONE NUMBER: _____

WE WOULD BE HAPPY TO ASSIST YOU IN MAKING RESERVATIONS AT A
HOTEL IN THE EVENT THE BOQ/BEQ IS NOT AVAILABLE. PLEASE GIVE
US AS MUCH INFORMATION AS POSSIBLE ABOUT YOUR HOTEL NEEDS.
INCLUDE PER DIEM RATE WHEN POSSIBLE . WE WILL NEED A CREDIT
CARD TO GUARANTEE THE HOTEL.

HOTEL INFORMATION:

REQUESTED BY: _____

PHONE: _____ EXT: _____ FAX: _____

Reservation Request

Date: _____

Name: _____ ☐ Military ☐ Civilian

Command: _____

Control Number (For International Flight) _____

Credit Card Number (For Hotel Guarantee): _____

ITINERARY			
Date	From	To	Approx. Time

Car Type ☐ economy ☐ compact ☐ midsize ☐ standard ☐ fullsize ☐ minivanSeat Preference ☐ non-smoking ☐ smoking ☐ aisle ☐ windowHotel ☐ yes / Preference: _____ ☐ no

Req. By: _____ Phone: _____ Ext: _____